Processes: Sub-Processes:

HRMS Training Documents

Payroll Threshold Report

ZHR_RPTPYN09

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description		
1/25/06	Emilie Miller	Create		
1/30/06	Sherrie Sibbett	Alter in order to produce report results.		

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Purpose

Use this procedure to run and view the Payroll Threshold Report. This report is used to view payroll information after a simulation has been run or after payroll has been released for corrections by DOP.

Trigger

Perform this procedure when you need to verify payroll information or you would like to ensure that employees are set up correctly with payroll master data.

Prerequisites

None

Menu Path

None

Transaction Code

ZHR_RPTPYN09

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

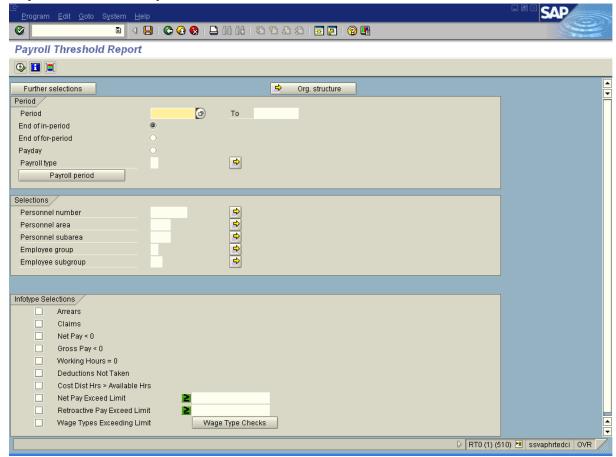
Message Type	Description			
Error	Example: Make an entry in all required fields.			
	Action: Fix the problem(s) and then click (Enter) to proceed.			
Warning	Example : Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.			
1	Action: If an action is required, perform the action. Otherwise, click			
	(Enter) to proceed.			
Confirmation	Example: Save your entries.			
or 🐼	Action: Perform the required action to proceed.			

Version: SME Approved Script

Procedure

1. Start the transaction using the transaction code **ZHR RPTPYN09**.

Payroll Threshold Report



Payroll period 2. Click



You can also search on the initial screen by Period or Payroll Type.

3. As required, complete/review the following fields:

Field Name	R/O/C	Description		
Payroll Area	R	Example:	11	

State of Washington HRMS

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- Click Other periods 4.
- 5. As required, complete/review the following fields:

Field Name	R/O/C	Description		
Other periods	R	Example:	2 / 2004	

Click In-period view 6.



Searching by In-period view selects the last day of a period. If the last day of a payroll period falls under the selection range, all data from that period is retrieved.

7. As required, complete/review the following fields depending on your selection criteria.

Field Name	R/O/C	Description		
Personnel number	0	Example:	Blank	
Personnel area	0	Example:	1500 (General Administration)	
Personnel subarea	0	Example:	Blank	
Employee group	0	Example:	Blank	
Employee subgroup	0	Example:	Blank	
Net Pay Exceeds Limit	0	Example:	Check this box	
Amount	0	Example:	1,400.00	

- 8. Click the box next to the checkbox of each selection you would like to search in the Infotype Selections Area. See the HRMS Payroll and Reports Training Guide or the Financial Reporting Training Guide for more details on each option.
- Click (Execute) to view the report. 9.

State of Washington HRMS

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Processes : Sub-Processes :

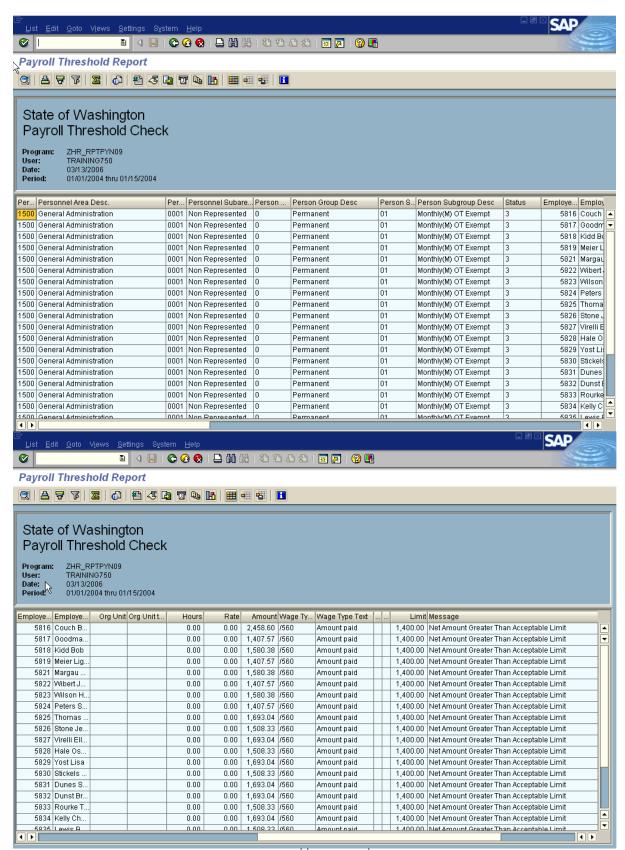
HRMS Training Documents

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Note: Results are shown here in two screenshots, left side of page, then far right.

Processes : Sub-Processes :

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Processes : Sub-Processes :

HRMS Training Documents

- 10. View data as desired.
- **11.** You have completed this transaction.

Result

You have run and viewed the Payroll Threshold Report.

Comments

Please note: This report will only bring back information after payroll has been run.